



*Society of Hispanic Professional Engineers
Greater Los Angeles Chapter*

Board Meeting Agenda: August 22, 2004 **Status:** Unapproved Draft

Location: Harris and Associates
811 West 7th Street, Suite 310
Los Angeles, CA 90017

Scribe: Monica Rodas

Attendees *Serafin Fernandez (President) ;Douglas Fernandes (Vice-President) ;Jose Karam (Treasurer)
Monica Rodas (Secretary); Oscar Ulloa (Student Rep)*

Christian Bravo; Froylan Cabuto

Agenda:

1. Logistics/Introductions
2. Call to order
- 2.5 **Oscar to be voted into board as student representative 2004-2005**
***Motion Passed Unanimously**
3. Approve Agenda
***Motion Passed Unanimously**
4. Approve Minutes
Tabled to be approved from email sent by M. Rodas
5. Committee Reports
 - Newsletter Douglas Fernandes
 - D. Fernandes to divide content into categories
 - Will be a quarterly. (Due in 1 Month) 3 weeks content, 1 week to form due September 19th
 - Content will include:
 - President's message: Serafin
 - Approved Programs/Scholarships Froilan
 - Proposals(External Affairs) Fred
 - Proposals(Business Development) Paul
 - Calendar of Events Heidy
 - Student Chapter Spotlight Oscar
 - Company Spotlight Mike
 - Membership Recruitment Monica
 - Webpage Christian Bravo/Froylan Cabuto
 - M. Rodas to forward username and password information
 - Webpage design contest for student chapters was tabled due to scheduling
 - Outreach
 - LACES Manny Moya
 - Social

Society of Hispanic Professional Engineers, Greater Los Angeles Chapter
2168 S. Atlantic Blvd #333, Monterey Park CA 91754
(310) 364-7346

Mission: SHPE promotes the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity.



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- Professional Development Heidy Arriola
 - Socials
 - HENAAC Reception to take place on Thursday October 7th
 - SHPELA will use this as a day to recruit new members
 - S. Fernandez to send to the board the final draft of the MOU
 - Final review and acceptance will be done via email.
 - Membership Monica Rodas
 - M. Rodas to meet with J. Karam and discuss membership form processing
 - Increase Membership Action Plans
 - 2 for 1 Membership drives
 - Host socials during a select period of time where we offer people to sign up for discounted price
 - M. Rodas to develop a (2 for 1) membership drive proposal to be presented to NBOD (due Sept. 10th)
***Motion to designate Sept. 15th-Oct 15th period, accepted unanimously**
 - Door to Door Recruitment
 - Develop a master SHPE-LA informative presentation
 - Approach various Hispanic Organizations within our own companies, to make presentations at their meetings
 - Scholarship Froylan Cabuto
 - SHPE-LA Scholarship applications to be distributed by September 1
 - Will be open to High School seniors and undergraduate college students
***Motion to establish a 3.0 minimum g.p.a. for application, passed unanimously**
 - November 10th Deadline, to be distributed at Scholarship Banquet in December
 - 1K/scholarship, goal is 100K total
 - Business Development Paul De La Cerda
 - External Affairs Fred Munoz
 - Oversight Committee Mark Moore
 - Records/Bylaws
6. Officer Reports
- President
 - MOU with HENAAC to be distributed via email to officers
 - Plans to meet with printing company for SHPE-LA marketing material
 - Kool Kolor Graphix
 - Collegiate Circuit/ Big City Print
 - O. Ulloa to followup on contact for printing
 - V-President
 - WCCE, November 12-14th in San Jose
 - Check to see if S. Fernandez can coordinate with J. Menjivar for professional track
 - National E-Week
 - Coordinating an E-Week information site with SHPE National

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- D. Fernandes to followup with O. Ulloa on coordination for a joint event with the 5 big LA schools, during RLC (Sept. 17-19)
- Treasurer
 - Invoices need to be developed
 - Will check P.O. box at SHPE National Office
 - Treasurer's Financial report for Jan. '04- July '04 presented
- Secretary
- Student Rep
 - National Raffle article to be added to newsletter
 - Will coordinate when SHPE-LA presentations will be made at various student chapter meetings
 - University students are planning on joining up to host a joint science day at the California Science Center, good opportunity for SHPE-LA to get involved

7. Action Item Status (Please add actions from retreat)

	Name	Description	Status
1	J. Karam	Reactivate Federal Tax #	Will bring paperwork to 9/26 meeting
2	M. Moya, S. Fernandez	Give copy of chronology of events to M. Rodas	
3	D. Fernandes	Newsletter	Collecting and formatting articles Article Submission – 9/12
4	M. Rodas	Forward username and password info for website to C. Bravo and F. Cabuto	Done
5	C. Bravo/ F. Cabuto	Update Website for near term SHPE-LA informational needs	
6	S. Fernandez	Send board the final draft of the HENAAC MOU	Done
7	M. Rodas	Meet with J. Karam to discuss membership application process	Done
8	M. Rodas	Develop a 2 for 1 membership proposal	Done
9	F. Cabuto	Update and send scholarship application to board	Done
10	O. Ulloa	Followup with information on Big City printers	
11	D. Fernandes O. Ulloa	Meet at RLC to discuss Science Center Event with LA Universities	

8. Next meeting

Date:
September 26
Time: 2pm
Location: Harris and Associates
811 West 7th Street, Suite 310
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- Adjourn

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